

## DISTRICT OF COLUMBIA JUDICIAL NOMINATION COMMISSION

### Application Instructions

1. Qualified applicants must be citizens of the United States, active members of the District of Columbia Bar and bona fide residents of the District of Columbia and, for the five-year period immediately preceding the nomination, must have been in the active practice of law in the District of Columbia, on the faculty of a law school in the District of Columbia, or employed as an attorney by the United States or the District of Columbia Government. Please refer to D.C. Code §1-204.33(b) for the statutory eligibility requirements for a judicial appointment to a District of Columbia court. All questions concerning the application process should be directed to the Commission's Chairperson, the Honorable Emmet G. Sullivan, at 202-354-3260 or by email (preferred) at [jnc@dcd.uscourts.gov](mailto:jnc@dcd.uscourts.gov).
2. In response to a Notice of Judicial Vacancy ("Notice"), interested persons who have not filed an application with the Commission within the previous twelve months from the date of the Notice must submit a completed application (see below) to the Commission. Interested persons who have submitted a completed application within the previous twelve months from the date of the Notice must either complete a new questionnaire or notify the Commission in writing of their interest in being considered for the vacancy, certify that the information in the previously-submitted questionnaire has not changed (or explain the change(s)), and include updated release forms (see below). Please note that if you previously applied for a vacancy on the Superior Court of the District of Columbia and are now applying for a vacancy on the District of Columbia Court of Appeals, you should pay particular attention to Question 14 on the questionnaire and the need to submit additional writing samples. All applications must be received by the date stated in the Notice of Judicial Vacancy. **Incomplete applications will not be considered.**
3. Your application must include:

If you have not applied within the previous twelve months:

- ☐ **Letter of Interest**
- ☐ **Resume**
- ☐ **Application Questionnaire** - JNC Form 23 - with required writing samples
- ☐ **Applicant Identification** - JNC Form 22
- ☐ **Authorization For Release of Information** - JNC Form 20
- ☐ **Criminal History Request Form** - PD Form 70
- ☐ **IRS Tax Check Waiver** - JNC Form 25
- ☐ **Tax Compliance Letter**
- ☐ **Release from Liability** - JNC Form 21 -  
(submit two signed and notarized copies and attach a recent photograph to each copy)

If you have applied within the previous twelve months:

- ☐ **Letter of Interest** (the letter must state whether any answers on the Application Questionnaire previously submitted have changed and, if so, explain the changes)
- ☐ **Authorization For Release of Information** - JNC Form 20
- ☐ **Criminal History Request Form** - PD Form 70
- ☐ **IRS Tax Check Waiver** - JNC Form 25
- ☐ **Tax Compliance Letter**

□ **Release from Liability** - JNC Form 21 - (submit two signed and notarized copies)

4. Please sign and date all forms and submit an **original** and one copy of your completed application to: **District of Columbia Judicial Nomination Commission, Attention: Executive Director, D.C. Superior Court - Building A, 515 5<sup>th</sup> Street, N.W., Suite 235, Washington, D.C., 20001.**

In addition to the paper copies, **applicants must send a copy of their application in PDF format via email to each of the Commission members and to the Commission at [dc.jnc@dc.gov](mailto:dc.jnc@dc.gov).** The email subject line should indicate your name and that the email contains an application for a judicial vacancy. Please note that you do not need to include in the email the Authorization for Release of Information, Criminal History Request Form, Release from Liability, IRS Tax Check Waiver, or Tax Compliance Waiver. If your writing samples are too voluminous to PDF, please state that in your email and send paper copies of those documents to the Commission members by mail or courier service. The Commission members' contact information can be found on the website, <http://jnc.dc.gov> and on the Notice of Judicial Vacancy. If you experience difficulty reaching a Commission member by email, please contact the Commission member directly.

5. Some or all Commission members may be available to meet with you, as time permits, after you submit your application. You may wish to contact the Commission members to request an individual meeting.
6. The Commission does not require letters of recommendation, but will accept them. Letters should be from individuals who can attest to your qualification for judicial office; they should not be mere character references. Letters may be submitted under separate cover, and you need not submit them on the same date as your application. The Commission strongly encourages anyone submitting a letter of recommendation to do so via email to the Commission at [dc.jnc@dc.gov](mailto:dc.jnc@dc.gov) and to each of the Commission members (contact information is available on the Commission's website, <http://jnc.dc.gov>).

The Commission does not release copies of any letters of recommendation. Therefore, you may wish to keep a copy or ask the author to keep a copy. In the event the Commission recommends you to the President of the United States for consideration in filling a judicial vacancy, you or the author can then submit the letter to the Office of the President.

7. The Commission reserves the right to announce that you are an applicant for judicial office, including providing a list of applicants for a particular vacancy on the Commission's website, <http://jnc.dc.gov>. By submitting an application, you authorize the Commission to publicly state that you have applied for a judicial vacancy and to seek input on your fitness for judicial office.